

DEPARTMENT OF THE NAVY
Office of the Secretary
Washington, DC 20350-1000

SECNAVINST 5500.4G
N09N1
24 June 1993

SECNAV INSTRUCTION 5500.4G

From: Secretary of the Navy
To: All Ships and Stations

Subj: REPORTING OF MISSING, LOST,
STOLEN, OR RECOVERED (MLSR)
GOVERNMENT PROPERTY

Ref: (a) DOD 5100.76-M of Sep 92
(NOTAL)
(b) DOD 5200.8-R of May 91
(NOTAL)
(c) OPNAVINST 5530.14B
(d) SECNAVINST 5520.3B
(e) DOD 7200.10-M of Mar 91
(NOTAL)
(f) NAVSUPINST 4440.115G (NOTAL)
(g) NAVSUP Manual, Vol II (NOTAL)
(h) NAVSUPINST 4440.179A (NOTAL)
(i) NAVSUPINST 4610.33C (NOTAL)
(j) NAVSUP Pub 485 (NOTAL)
(k) NAVCOMPT Manual, Vol III
(l) OPNAVINST 5510.1H
(m) MCO 4340.1 (NOTAL)
(n) OPNAVINST 5530.13A

Encl: (1) MLSR Terminology and Definitions
(2) MLSR Reportable Items
(3) MLSR Formats and Preparation
Guide
(4) Preparation of DD Form 200
(5) Sample Completed Report of
Discrepancy (SF-364)
(6) Sample Completed Report of
Transportation Discrepancy Report
(SF-361)

1. Purpose. To prescribe policy and procedures for reporting MLSR government property to proper authority within the Department of the Navy (DON). This instruction has been substantially revised and should be reviewed in its entirety.

2. Cancellation. SECNAVINST 5500.4F.

3. Discussion

a. Accurate accountability of government property is necessary and driven by a number of policy documents. Strict accountability for Arms, Ammunition, and Explosives (AA&E) by all agencies within DOD is mandated by reference (a). Reference (b) requires physical security measures for all government property and the analysis of loss rates through inventories, reports of survey, and criminal incident reports to determine whether losses result from criminal acts or negligent management.

b. The MLSR program is not intended to be an administrative burden to participating commands. The program is simplified by the use of copies of forms already required by other directives. The MLSR program maintains the only centralized data base of Navy property. This data is available to commanders who wish to use it to facilitate decision making on where physical security resources might best be used. A properly run MLSR program can help identify losses and loss trends that may go unnoticed through other material management programs. The MLSR program requires the cooperation of both the supply and security departments. Both departments must work together to identify material control problems. Although each individual report should be reviewed for possible security weaknesses or impropriety, it is the "trend" of the reports which should provide the most convincing data for resource commitment.

4. Policy

a. Efficient management of Navy resources is a matter of high priority and requires effective loss prevention and physical security programs. Each person is charged with safeguarding government property under his or her jurisdiction. Property issued to individuals does not



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become private property by act of issuance or possession, but remains public property which must always be properly safeguarded. Property losses frequently occur because regulations relating to proper safeguarding and handling are not followed. Integral to these programs is the MLSR reporting system which enables the DON to centrally track material losses and to identify trends and areas where security enhancements may be required.

b. The Chief of Naval Operations (CNO) (N09N1) is responsible for program policy. The Director, Naval Criminal Investigative Service (NAVCRIMINSERV) is responsible for program management, NAVCRIMINSERV (Code 24), as program manager, shall:

(1) Prescribe format and time frames for required reports and analysis from Naval Surface Warfare Center, Crane Division (NAVSURF-WARCENDIV Crane).

(2) Review, analyze, and identify trends and provide feedback to requesting commands in a timely manner.

(3) Initiate actions to ensure information on deficiencies identified during trend analysis are provided to CNO subordinate commands.

c. Commands shall ensure that personnel are held accountable for MLSR property and shall report MLSR incidents. Reports shall include an accurate description of circumstances and identify actions taken to reduce or eliminate the possibility of recurrence.

d. The commanding officer for each command shall report all MLSR incidents covered by this instruction and will use the procedural direction in reference (c). MLSR incident reporting is independent of requests to NAVCRIMINSERV for assistance per reference (d).

e. Commands shall accomplish analysis of losses reported as well as other loss prevention actions under reference (c). Requests for data

or trend analysis can be requested from NAVCRIMINSERV (Code 24), via the chain of command.

f. It is essential that timely, accurate, and complete property records be maintained to account for government material. To enhance the overall benefit of the MLSR Government Property Reporting Program, clearly identified links must be established with command property management, security, and property survey groups. Those groups shall eliminate duplicative efforts within the command such as investigations and causative research. The command security officer may function as a financial liability officer on items for which he/she is not personally accountable or responsible and will serve as the financial liability officer for MLSR sensitive items as well as in all cases where member/employee culpability is evident. Reference (e) prescribes the duties and responsibilities of the financial liability officer.

5. Data Maintenance and Reporting. NAVSURFWARCENDIV Crane serves as repository of MLSR records and statistics for Navy and Marine Corps property. NAVSURFWARCENDIV Crane shall prepare and submit to CNO (N09N1) and other Navy headquarters commands (Echelon 2 commands) quarterly loss/gain trend reports for all Navy property. Reports will be furnished to Headquarters, Marine Corps (POS-20) annually, or as needed to fulfill special requests.

6. Action

a. **MLSR Reporting.** United States Navy and United States Marine Corps commands shall report incidents of MLSR government property following the policy and procedures of this instruction. Message transmission is authorized under MINIMIZE for initial sensitive reports. Property recovered after having been reported as missing, lost, or stolen must be reported regardless of whether the recovering command reported the property missing, lost, or stolen. CNO and the Commandant of the Marine Corps (CMC) may issue further implementing instructions if considered appropriate.

b. Naval Criminal Investigative Service (NAVCRIMINSERV)

(1) Activity/installation level security officers/ provost marshals shall conduct a preliminary investigation and refer MLSR incidents involving theft or suspected theft to the nearest or supporting NAVCRIMINSERV Resident Agency or Resident Unit, or Criminal Investigation Division (CID) office, as appropriate.

(2) DON tenant commands having a security officer administering the MLSR program shall report incidents involving theft or suspected theft to the nearest or supporting NAVCRIMINSERV Resident Agency or Resident Unit and the host security officer, as appropriate.

(3) Commands without investigative capability shall refer theft or suspected theft MLSR incident reports to the nearest or supporting NAVCRIMINSERV Resident Agency or Resident Unit, as appropriate.

c. Contract Administration MLSR Reporting. Navy components with contract administration responsibilities for government-owned property at contractor or naval facilities shall require contractors to report MLSR incidents involving government-owned or reimbursable property under the procedures and thresholds listed in references (f) through (k). A copy of MLSR reports will be provided to a designated government Contract Administration Office representative. MLSR reports are required for all MLSR incidents as prescribed by this instruction.

7. MLSR Reporting Restrictions. MLSR reports shall not be made directly to federal or local law enforcement agencies. Information concerning such property is available to those agencies through the National Crime Information Center (NCIC), operated by the Federal Bureau of Investigation. NCIC operating procedures prohibit the entry of Navy/Marine Corps serialized property into NCIC based only on the MLSR report. The entry must be made via NAVCRIMINSERV based on a criminal investigation.

8. Reports

a. Report control symbol OPNAV 5500-1 (MIN:CONSIDERED) is assigned to MLSR property reports submitted to CNO (N09N1) and NAVSURFWARCENDIV Crane (Code 3046).

b. Report control symbol MC#4340-1 is assigned to MLSR reports submitted to CMC (Code LPP-2/POS-20) and NAVSURFWARCENDIV Crane (Code 3046).

c. Reporting requirements are approved for 3 years from the date of this directive.

9. Forms

a. DD Form 200 (2-91), Financial Liability Investigation of Property Loss. NSN 0102-LF-011-9100 is available from the Navy Supply System per NAVSUP P-2002D.

b. SF-361 (3-84), Transportation Discrepancy Report, NSN 7540-00-965-2403 and SF-364 (2-80) Report of Discrepancy, NSN 7540-00-159-4442, are available from General Services Administration.

F. B. KELSO, II
(Acting)

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MISSING, LOST, STOLEN, OR RECOVERED (MLSR)
TERMINOLOGY AND DEFINITIONS

AMMUNITION - A device charged with explosives, propellants, pyrotechnics, initiating composition, riot control agents, chemical herbicides, smoke, and flame for use in connection with defense or offense, including demolition. Ammunition includes cartridges, projectiles, bombs, missiles, grenades, mines, pyrotechnics, bullets, shot, primers, propellants, fuzes and detonators.

ARMS - Weapons that will or are designed to expel projectiles or flame by the action of an explosive, and the frames or receivers of any such weapon.

CLASSIFIED EQUIPMENT - For the purpose of this instruction, any government hardware or equipment (not documents) designated Top Secret, Secret, or Confidential or Unclassified NOFORN, and any Navy Nuclear Power Items (NNPI).

CONTROLLED CRYPTOGRAPHIC ITEMS (CCI) - CCI material is unclassified, accountable in the Communications Security (COMSEC) Material System, and is authorized to move through the supply system.

CONTROLLED EQUIPAGE - Items that receive special management attention and control because they are essential for the protection of life or are relatively valuable and easily convertible to personal use.

EXPLOSIVES - Any chemical compound, mixture or device, the primary or common purpose of which is to function by explosion. The term includes, but is not limited to, individual land mines, demolition charges, and blocks of explosives (dynamite, TNT, C-4 and other high explosives).

GENERAL MATERIAL - Any government property not otherwise defined under sensitive material.

GOVERNMENT PROPERTY - All property (material, special tooling, or industrial equipment) owned by, leased to, or acquired by the government under the terms of a contract, except property to which the government has acquired a lien or title as a result of a partial, advance, or progress payment.

INTRANSIT MATERIAL - Material that is in the transportation system which requires the preparation of either an SF-361 or SF-364 when discovered MLSR.

LOSS ANALYSIS - Actions taken to compile facts, develop trends and patterns and other data manipulation concerning gains, losses, and theft of government property.

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LOSS PREVENTION - The protection of Department of the Navy property against loss through internal and/or external fraud, theft or error. Loss prevention specifically includes, but is not limited to, the protection of supplies and equipment in the storage and issue process, in transit and in use. Loss prevention measures are instructions, design procedures, analyses, dedicated resources, and agreements designed to reduce losses of government property to an absolute minimum.

LOST - Item(s) that cannot be accounted for.

MANUALLY OPERATED WEAPONS - Any firearm requiring operator assistance to fire each individual round e.g. revolvers, pump action shotguns, lever or bolt action rifles, etc.

MISSING - Item(s) that are not in their proper place and cannot be readily accounted for.

NATIONAL CRIME INFORMATION CENTER (NCIC) - A Federal Bureau of Investigation computerized, on-line information system that stores and retrieves basic identifier information. United States Navy transmissions to NCIC originate at Headquarters, Naval Criminal Investigative Service (DIRNAVCRIMINSERV). Reports from Naval Criminal Investigative Service field components regarding stolen property are transmitted to DIRNAVCRIMINSERV Headquarters for inclusion in the NCIC, as appropriate.

PILFERAGE - Continuing theft of small quantities or amounts of property.

PLANT PROPERTY - Property of a capital nature (consisting of machinery, equipment, furniture, vehicles, machine tools, accessory and auxiliary items, but excluding special tooling) used or capable of use in the manufacture of supplies, or in the performance of services, or for any administrative or general plant purposes.

PRECIOUS METALS - All economically recoverable refined silver, gold, platinum, palladium, iridium, rhodium, osmium, and ruthenium in bar, ingot, granulation, sponge, or wire form with an extended value of over \$100.

QUARTERLY AUTOMATED REPORTING SYSTEM (QARS) - An automated system that collects all gain/loss statistics for Marine Corps mechanized supply accounts.

RECOVERED - An item that is found or discovered after previously being reported as missing, lost or stolen.

SENSITIVE MATERIAL - Arms, Ammunition, and Explosives, Precious Metals, Vulnerability Items, or Classified Equipment/Repair Parts.

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STOLEN - An item that is either missing or lost under circumstances indicating the possibility of criminal activity.

VULNERABILITY ITEMS - Those items designated in NAVSUPNOTE 5500, Subj: Vulnerable Materials List, that have been identified as material that is known to be desired by unauthorized users and countries.

MISSING, LOST, STOLEN, OR RECOVERED (MLSR) REPORTABLE ITEMS

1. The MLSR reporting requirements are defined as follows:

a. THE FOLLOWING MUST BE REPORTED BY MESSAGE WITHIN 48 HOURS:

(1) Arms, Ammunition, and Explosives (AA&E)

(a) One or more missile or rocket rounds;

(b) One or more machine guns;

(c) One or more automatic fire weapons;

(d) Twenty-five or more manually operated or semiautomatic weapons (includes revolvers and semiautomatic pistols);

(e) Ammunition as follows:

1. Over 5,000 rounds (or 20,000 rounds of .38 caliber) or more of ammunition smaller than 40mm; five rounds or more of 40mm and larger ammunition; and

2. Any fragmentation, concussion, or high explosive grenade including artillery or ground burst simulators, or other type of simulator or device containing explosive materials;

(f) One or more mines (antipersonnel and antitank);

(g) Demolition explosives including detonation cord, blocks of explosives (C-4), and other explosives.

(2) Vulnerability Items

(a) All items, as listed in NAVSUPNOTE 5500, Subj: Vulnerable Materials List.

(3) Classified Equipment/Repair Parts

(a) All classified equipment/repair parts, excluding Communications Security (COMSEC) material as described in paragraph (3).

(4) Precious Metals

(a) Economically recoverable gold, silver, or platinum (valued over \$100).

(b) Presentation or commemorative silver.

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b. THE FOLLOWING ITEMS ARE REPORTED USING THE COMPLETED DD FORM 200, SF-361, OR SF-364 (submission time frames are established by the applicable Navy Supply Systems Command instructions).

(1) Navy*

(a) All other AA&E not reportable in the 48 hour message requirement in paragraph 1a(1).

(b) All controlled equipage.

(c) All plant account property (major and minor).

(d) All items with a replacement cost greater than \$100.00 that is stolen or suspected stolen.

(*Losses and gains resulting from stock record adjustments will not be reported as MLSR unless the item(s) qualify under another reportable category.)

(2) Marine Corps Reportable through MIMMS/SASSY (QARS).

2. Reporting Channels If the applicable NAVSUP instruction requires a DD Form 200 or SF-364 and the property is missing, lost, stolen, or recovered, the form, when completed, will be submitted through the activity security officer as an MLSR report (see enclosure (3) for format and routing). SF-361 reports will continue to be routed following reference (i). Message reports are required in certain cases and will be submitted following the guidance contained in enclosure (3).

3. Narcotic, Cryptographic, and Classified Material Reporting Narcotic losses are not included under the MLSR program and shall be reported as prescribed in Chapter 21 of the Manual of the Medical Department. Cryptographic items accountable within the COMSEC Material System are not included in the MLSR program except Controlled Cryptographic Items (CCI). Incidents involving missing, lost, stolen, or recovered CCI material in the supply system must be reported within 48 hours of discovery to Commander, Naval Security Group Command. Classified printed material losses are not included under the MLSR program and will be reported as prescribed in chapters 4 and 5 of reference (1).

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MISSING, LOST, STOLEN, OR RECOVERED (MLSR) FORMATS
AND PREPARATION GUIDE

1. Reporting Procedures

a. An initial report will be submitted as soon as a loss or recovery of a sensitive item is established. The fact can be established by discovery of an incident, receipt of a loss claim, completion of an inventory, or by any other means.

b. Final MLSR reports in the formats prescribed will be submitted for all material upon completion of causative research, investigation, or other inquiry.

c. Navy. MLSR reports shall be submitted in the format prescribed as follows:

TYPE OF REPORT

<u>TYPE OF MATERIAL</u>	<u>INITIAL</u>	<u>FINAL</u>	<u>SUPPLEMENTAL*</u>
SENSITIVE	MLSR Message	DD Form 200** SF 364/361**	NAVGRAM
PROPERTY	None	DD Form 200** SF 364** SF 361+	NAVGRAM NAVGRAM

* Supplemental reports are required only if changes occur after submission of the final report.

** Assign appropriate MLSR accountability number.

+ Submitted by Navy Material Transportation Office (NAVMTO) only.

d. Marine Corps. MLSR reports shall be submitted in the format prescribed as follows:

TYPE OF REPORT

<u>TYPE OF MATERIAL</u>	<u>INITIAL</u>	<u>FINAL</u>	<u>SUPPLEMENTAL*</u>
SENSITIVE	MLSR Message	MLSR Message	NAVGRAM
GENERAL - LESS THAN \$10,000	QARS	QARS	NONE
GENERAL - MORE THAN \$10,000	QARS	QARS	NONE

Enclosure (3)

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- * Supplemental reports are required only if changes occur after submission of the final report.

REPORT MESSAGE FORMAT

2. Reporting Format. (Sample of an initial report is provided at the end of this enclosure).

a. Initial Navy MLSR sensitive material reports are to be submitted:

FM (Reporting Command)
TO CNO WASHINGTON DC//N09N1//
NAVSURFWARCENDIV CRANE IN//3046//
INFO (local or nearest NCIS office)

b. Initial Marine Corps MLSR sensitive material reports are to be submitted:

FM (Reporting Command)
TO CMC WASHINGTON DC//POS-20//
NAVSURFWARCENDIV CRANE IN//3046//
INFO (Chain of command to include responsible command having custody at the time of loss or recovery, commanding officer of base(s), provost marshal (where item may have been lost/recovered))

c. Subject Line

Subject Line: (Navy)

MLSR SENSITIVE MATERIAL REPORT (RCS OPNAV 5500-1)
(MIN:CONSIDERED)

Subject Line: (Marine Corps)

AS PRESCRIBED IN REFERENCE (M)

d. The first line of text after references (if any) must be:

For USN: MLSRP/MLSRP/NAVY
For USMC: MLSRP/MLSRP/USMC

e. ACC. The Unit Identification Code (UIC) of the reporting command. The UIC should be identical to that used for MILSTRIP/MILSTRAP purposes. The ACC must be on every report.

f. RPTN. The Report Number assigned by the reporting command. The "RPTN" must be on every report. Incident reports shall be numbered sequentially by each activity for each calendar year. Example: 1993/001-INITIAL.

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g. AAA - Location of the Incident. Indicate only the name of the state/territory if incident occurred in one of the 50 United States and its Territories. Indicate only the name of the foreign country if the incident occurred there. Indicate the name of the ocean area if the incident occurred there.

h. BBB - Date of Incident (Mandatory). Use the actual date of theft, loss, or disappearance, if known; otherwise use the date the item(s) was last seen. Indicate, with an "A" or "L", whether the date is actual or last. Denote the date in year-month-day order. Example: A-93-12-15 or L-93-05-20.

i. CCC - Sensitive Material Description. List each type separately.

(1) Specify ARMS, AMMUNITION, EXPLOSIVES, PRECIOUS METALS, VULNERABILITY ITEMS, OR CLASSIFIED EQUIPMENT/REPAIR PARTS.

(2) Indicate whether the material is MISSING, LOST, STOLEN, or RECOVERED.

(3) Indicate type of material and quantity. Examples: 20mm cartridge, 5,000 ea.; .50 caliber machine gun, 1 ea.; etc.

(4) Indicate the make or manufacturer.

(5) Indicate the manufacturer's serial number or lot number.

(6) Indicate the National Stock Number (NSN).

(7) Indicate the full name/description of the item.

(8) Indicate the actual or estimated replacement value of the item(s).

(9) Indicate the security risk category per reference (n) (AA&E only).

(10) Indicate the last (first for recoveries) known location.

j. DDD - Liability. Has individual liability been established:

(1) Answer "Yes" or "No."

k. EEE - Investigation (Mandatory). All missing, lost, or stolen sensitive material incidents shall be reported to the nearest or supporting NCIS field component and security officer/provost marshal, as appropriate.

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(1) Identify NCIS or security officer/provost marshal concerned.

(2) Date incident referred to NCIS or security officer/provost marshal, and indicate assumed or declined.

(3) Preliminary action taken by NCIS or security officer/provost marshal, if known.

1. FFF - Summary. Comments concerning available details about the incident. Detail the circumstances of loss (e.g., forcible entry, robbery, etc.). Detail any security measures or devices breached.

m. GGG - Point of Contact. Indicate name and phone number of person to be contacted regarding the MLSR report.

3. Reporting Format. (All other MLSR Property) (See enclosures (4) and (5)).

a. Navy

(1) DD Form 200s are prepared following references (e) and (f) (Chapter 6 of reference (e) is attached as enclosure (4)).

(2) SF-364s are prepared following reference (h).

(3) SF-361s are prepared following reference (i).

(4) Security officers will review the completed DD Form 200s, SF-364s, and SF-361s to determine if an appropriate investigation has been conducted. The security officer will complete the areas marked by an asterisk on the samples in enclosures (4), (5), and (6) and mail a copy to the addresses listed in paragraph 4 below.

b. Marine Corps. See reference (m).

4. MLSR Report Routing

a. For Navy. Completed DD Form 200 and SF-364 shall be routed through the activity security officer who shall make the following entries (if no security officer billet exists, the supply or weapons officer should make the entries):

(1) On DD Form 200 and SF-364, assign appropriate MLSR accountability number in upper right-hand corner of report form as depicted on enclosures (4) and (5).

(2) On DD Form 200, in Block 10, indicate the date of NCIS notification on all MLSR incidents involving theft or suspected theft. Submit copies of the DD Form 200 to each of the following:

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Commander
Code 3046
NAVSURFWARCENDIV
300 Highway 361
Crane, IN 47522-5001

and

Chief of Naval Operations
(N09N1)
Navy Department
Washington, DC 20388-5380

(3) On the SF-364, in Block 12, indicate the date of NCIS notification on all MLSR incidents involving theft or suspected theft. Indicate addressees in Block 15 and submit one copy to each of the addresses above.

(4) On DD Form 200, indicate in Block 9 the word "STOLEN" below the "LOST" box if the item(s) meet the criteria.

(5) SF-361s shall be routed following reference (i) to Navy Material Transportation Office (NAVMTO). NAVMTO shall, on a monthly basis, forward a copy of all MLSR SF-361s to NAVSURFWARCENDIV Crane (Code 3046).

b. For Marine Corps. As specified in reference (m).

5. Supplemental Report Format. Supplemental reports shall be submitted by NAVGRAM in message format using the data elements of the initial sensitive material report when changes occur in the status of an MLSR after a final report has been submitted. Previously submitted DD Form 200 or SF-364 reports may be submitted as a "Recovered" report by overwriting, in bold letters, "Recovered" on the front of the report. Copies shall be provided to all addressees that received final reports.

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SAMPLE

MLSR SENSITIVE MATERIAL REPORT

FM COMPACMISTESTCEN PT MUGU CA//JJJ//
TO CNO WASHINGTON DC//N09N1//
NAVSURFWARCENDIV CRANE IN//3046//
INFO COMNAVAIRSYSCOM//JJJ//

UNCLAS //N05500//

MLSR SENSITIVE MATERIAL REPORT (RCS OPNAV 5500-1)

(MIN:CONSIDERED)

MLSRP/MLSRP/NAVY

ACC: N61756/PACMISTESTCEN

RPT: 1993/007-INITIAL

AAA: CALIFORNIA

BBB: A-93-12-20

CCC: 1. (1) ARMS (2) MISSING (3) M60 MACHINE GUN, 1 EA (4)
SACO INC. (5) 765432 (6) 1005-00-726-5661 (7) MACHINE GUN
M60E3 (8) A-\$6,630.00 (9) 2 (10) ORD MAG 4LC-103.
2. (1) AMMUNITION (2) MISSING (3) 20MM CARTRIDGE, 5,000 EA
(4) HONEYWELL INC. (5) B400 (6) 1305-00-028-6529 (7)
CARTRIDGE, 20MM (8) E-\$800.00 (9) 3 (10) ORD MAG 4LC-103.
3. (1) CLASSIFIED (2) MISSING (3) WIDGET, 1 EA (4) JONES
INC. (5) 1234 (6) 9876-54-320-1010 (7) LEFT HAND WIDGET,
SMALL (8) A-\$400.00 (9) NONE (10) ROOM 4, BLDG 5, PT MUGU.
DDD: ACCOUNTABILITY: YES, LT W. T. DOOR, SSN: 123-45-6789.
EEE: INVESTIGATION: NCISRU PT MUGU NOTIFIED, S/A A. B. SEA, 93-
12-20, CASE OPENED.
FFF: SUMMARY: DURING INVENTORY OF ORD MAG 4LC-103 ON 20 DEC 93,
ASSETS COULD NOT BE LOCATED. MACHINE GUN AND AMMUNITION
WERE IN SEPARATE BOXES BOUND BY METAL STRAPS. STRAPS WERE
BROKEN WITH NO SUPPORTING DOCUMENTATION. CAUSATIVE
RESEARCH WILL CONTINUE. DOCUMENT NUMBER IS N60034-0024-
B1328.
GGG: POINT OF CONTACT: MR. JOHN DOE, CODE 86, DSN 123-4567,
COMM (123) 456-7890.

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PREPARATION OF DD FORM 200

A. PURPOSE. The purpose of this enclosure is to provide the reference (e) instructions for the preparation of the DD Form 200. The DD Form 200 is used to document the financial liability process for lost, damaged, or destroyed Government property. When completed, the DD Form 200 is the official document to support the establishment of debts, relief from accountability, and adjustment of property records, supply system stock, and financial records. Having the security officer add an MLSR number, check the report for any impropriety (notifying NCIS when necessary) and mailing a copy to CNO and NAVSURFWARCENDIV Crane constitute the process of making the DD Form 200 an MLSR report.

B. INSTRUCTIONS FOR PREPARATION

1. Date Initiated. Self-explanatory.
2. Inquiry and/or Investigation Number. Number assigned to the inquiry and/or investigation in accordance with DoD Component Instructions.
3. Date Loss Discovered. Self-explanatory.
4. National Stock Number (NSN). Enter the NSN(s), manufacturer's part number, or other identification number(s), in numerical sequence. If not applicable, enter the word "none."
5. Item Description. Enter the nomenclature of the item(s) including any serial number(s), model number(s), controlled inventory item, etc. If the item is nonstandard, give a brief description sufficient for identification. If only a portion of an end item is damaged, describe the end item, fully, then describe the damaged parts. If additional space is needed, a continuation sheet may be used.
6. Quantity. Enter the number of units and unit of issue (e.g., 1 each, 2 dozen, 5 pair, etc.).
7. Unit Cost. Enter the cost per unit shown in official catalogs, supply bulletins, or item records. The specific reference should be indicated for audit trail purposes.
8. Total Cost. Enter the total cost of all units of each article listed (block 6. x block 7.).
9. Circumstances Under Which Property Was Lost, Damaged, or Destroyed. Enter a complete statement of the facts, including the date and place of the incident. Include the name, grade, and social security number (SSN) of all persons directly involved. The statement must answer five basic questions of who, what, when, where, and how. Identify any appropriate contract number(s), transaction number(s), control number(s), etc. Add as exhibits and identify alphabetically within the block, as needed.

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10. Actions Taken to Correct Circumstances Reported in Block 9. and Prevent Future Occurrences. Include recommended actions by the accountable and/or responsible officer, and if appropriate by the financial liability officer, to the appointing and approving authorities.

11. Individual Completing Blocks 1. Through 10. Person conducting the inquiry.

12. Responsible Officer and/or Reviewing Authority.

a. Responsible Officer. An individual appointed by proper authority to exercise custody, care, and safekeeping over property entrusted to his or her possession or under his or her supervision.

b. Reviewing Authority. An individual designated in writing by the approving authority to review and analyze the results of supply system stock research.

13. Appointing Authority. An individual designated in writing by the approving authority. The approving authority may act as the appointing authority. The appointing authority appoints financial liability officers, if required; approves or disapproves the recommendations of the responsible officer, reviewing authority, or financial liability officer; and recommends actions to the approving authority. The appointing authority is normally senior to the responsible officer, reviewing authority, accountable officer, and financial liability officer.

14. Approving Authority. The approving authority makes determinations to either relieve involved individuals from responsibility and/or accountability or approve assessment of financial liability. The approving authority may act as the appointing authority or designate an appointing authority in writing. DoD Component regulations shall designate who may serve as the appointing authority. The approving authority is normally senior to the appointing authority.

15. Findings and Recommendations of the Financial Liability Officer. Enter findings of the financial liability officer along with a recommendation regarding liability of the involved parties. Enter the following when the apparent financial liability cannot be determined during investigation.

a. An indication that negligence on the part of the individual has not been determined.

b. A recommendation that the investigation be continued at some future time because of extenuating circumstances.

c. Recommendation for corrective actions.

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d. Recommendation that the individuals involved in the loss, damage, or destruction be relieved of responsibility for the property when negligence cannot be established. State the facts on which the recommendations are based. Proper conclusions shall be drawn from available facts, not opinions or suspicions. The financial liability officer must sustain or refute the statements made in block 9 of the DD Form 200 and any other statements that are part of the inquiry and/or investigation. Do not use stereotyped phrases such as "loss or damage in manner stated." The financial liability officer shall state in his or her own words how the loss or damage occurred based on the evidence obtained by the investigation.

e. Include a computation of charges, as prescribed by DoD Component regulations when recommending financial liability. The computation should show how depreciation was calculated and other factors used in determining the loss, or reference should be made to the exhibit on which the computation is recorded. The results of the computation shall be entered in block 15b.

f. Describe the disposition of the property. Items that have been classified as "uneconomically repairable" shall be turned in to the designated person (e.g.; property custodian, accountable officer, or Defense Reutilization and Marketing Service) when released by the financial liability officer or the appointing authority when a financial liability officer is not appointed.

g. Recommendations shall be entered immediately after the findings. The recommendation shall include:

(1) Financial liability to be assessed or relief from responsibility and accountability. Also, enter in block 15d. In this same area, also for a military member, enter monthly basic pay in block 15c. For a civilian it shall be one-twelfth of the yearly salary.

(2) Disposition instructions for any unserviceable property not previously sent to the Defense Reutilization and Marketing Service.

(3) State clearly the full name, grade, SSN, and the amount of the charge, when recommending financial liability.

(4) State if the DD Form 200 may cover the loss, damage, or destruction of property for which a claim is also being processed.

h. The recommendations must represent a logical and equitable decision developed from the facts cited in the evidence and findings.

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i. Sign the DD Form 200 in block 15j, at the end of the recommendations.

16. Individual Charged. Enter in block 16d, the individual's name and rank or grade when financial liability is assessed. Enter in block 16e, his or her SSN. Initiate collection action by forwarding a copy of the approved DD Form 200 by transmittal document to the finance officer. All continuation sheets are to be included and the attachments and exhibits excluded. The approved DD Form 200 is sufficient to hold a person financially liable and establish a debt.

17. Accountable Officer. Record document numbers used to adjust property and financial records. All other blocks are self-explanatory.

Attachment (1)

DD Form 200 - Sample Financial Liability Investigation of Property Loss

FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS					
PRIVACY ACT STATEMENT					
AUTHORITY: 10 USC 136; 10 USC 2775; DoD Instruction 7200.10; EO 9397.		ROUTINE USE: (*) MLRS REPORT 1993/01 DISCLOSURE: Voluntary; however, refusal to explain the circumstances under which the property was lost, damaged, or destroyed may be considered with other factors in determining if an individual will be held financially liable.			
PRINCIPAL PURPOSE: To officially report the facts and circumstances supporting the assessment of financial charges for the loss, damage, or destruction of DoD-controlled property. The purpose of soliciting the SSN is for positive identification.					
1. DATE INITIATED (YYMMDD) 930425	2. INQUIRY/INVESTIGATION NUMBER 252PR93-8746-6T1	3. DATE LOSS DISCOVERED (YYMMDD) 930424			
4. NATIONAL STOCK NO. 5820-01-079-9536	5. ITEM DESCRIPTION 19" RCA Color Trak Television	6. QUANTITY 03	7. UNIT COST \$298.00	8. TOTAL COST \$894.00	
9. CIRCUMSTANCES UNDER WHICH PROPERTY WAS (X one) <input checked="" type="checkbox"/> STOLEN <input type="checkbox"/> LOST <input type="checkbox"/> DAMAGED <input type="checkbox"/> DESTROYED (Attach additional pages as necessary) Television sets discovered missing from barracks 128 rooms 132, 143, and 156 as a result of a physical inventory conducted to update minor plant property records. Televisions were not secured LNW OPNAVINST 5530.14B, para. 0321, to prevent theft.					
10. ACTIONS TAKEN TO CORRECT CIRCUMSTANCES REPORTED IN BLOCK 9 AND PREVENT FUTURE OCCURRENCES (Attach additional pages as necessary) All personnel checking out of barracks now required to have their rooms physically inventoried prior to checkout. All televisions to be permanently secured within rooms by anchor pad or bolts. (*) NCIS NAVAL AIR STATION NOTIFIED 930424, ASSUMED CASE.					
11. INDIVIDUAL COMPLETING BLOCKS 1 THROUGH 10					
a. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) NAVAL AIR STATION NORTH ISLAND, CA 92010		b. TYPED NAME (Last, First, Middle Initial) Sample, Eye, M. SK1		c. AUTOVON/DSN NUMBER 476-7234	
		d. SIGNATURE 		e. DATE SIGNED 930425	
12. (X one) <input checked="" type="checkbox"/> RESPONSIBLE OFFICER (PROPERTY RECORD ITEMS) <input type="checkbox"/> REVIEWING AUTHORITY (SUPPLY SYSTEM STOCKS)					
a. NEGLIGENCE OR ABUSE EVIDENT/SUSPECTED (X one) <input checked="" type="checkbox"/> (1) Yes <input type="checkbox"/> (2) No		b. COMMENTS/RECOMMENDATIONS Televisions discovered missing upon making morning rounds.			
c. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) NAVAL AIR STATION NORTH ISLAND, CA 92010		d. TYPED NAME (Last, First, Middle Initial) Smith, John, J. BM1		e. AUTOVON/DSN NUMBER 476-3731	
		f. SIGNATURE 		g. DATE SIGNED 930502	
13. APPOINTING AUTHORITY					
a. RECOMMENDATION (X one) <input checked="" type="checkbox"/> (1) Approve <input type="checkbox"/> (2) Disapprove		b. COMMENTS/RATIONALE		c. FINANCIAL LIABILITY OFFICER APPOINTED (X one) <input checked="" type="checkbox"/> (1) Yes <input type="checkbox"/> (2) No	
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) NAVAL AIR STATION NORTH ISLAND, CA 92010		e. TYPED NAME (Last, First, Middle Initial) Sea, Arn, L. LCDR		f. AUTOVON/DSN NUMBER 476-4488	
		g. SIGNATURE 		h. DATE SIGNED 930504	
14. APPROVING AUTHORITY					
a. ACTION (X one) <input checked="" type="checkbox"/> (1) Approve <input type="checkbox"/> (2) Disapprove		b. COMMENTS/RATIONALE Submit copies to: (*) CNO (N09N1) NAVSURFWARCEMDIV Crane (3046)		c. LEGAL REVIEW COMPLETED IF REQUIRED (X one) <input checked="" type="checkbox"/> (1) Yes <input type="checkbox"/> (2) No	
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) NAVAL AIR STATION NORTH ISLAND, CA 92010		e. TYPED NAME (Last, First, Middle Initial) Doe, John, J. CDR		f. AUTOVON/DSN NUMBER 476-0001	
		g. SIGNATURE 		h. DATE SIGNED 930504	

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15. FINANCIAL LIABILITY OFFICER

a. FINDINGS AND RECOMMENDATIONS (Attach additional pages as necessary)

Findings:

1. BM1 Smith failed to properly secure television sets during the evening resulting in their theft. Failure to properly execute assigned responsibilities resulted in loss to government. Recommend BM1 be held financially liable for loss to government.
2. Remove from property book record.
3. All personnel must now have their rooms physically inventoried before checkout. All televisions have been permanently secured within rooms by anchor pad or bolts.

b. DOLLAR AMOUNT OF LOSS

\$894.00

c. MONTHLY BASIC PAY

\$1,623.00

d. RECOMMENDED FINANCIAL LIABILITY

\$894.00

e. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)

NAVAL AIR STATION
NORTH ISLAND, CA 92010

f. TYPED NAME (Last, First, Middle Initial)

Jones, John, J. LT

g. AUTOVON/DSN NUMBER

476-7387

h. DATE REPORT SUBMITTED TO APPOINTING AUTHORITY (YYMMDD)

i. DATE APPOINTED (YYMMDD)

930424

j. SIGNATURE

k. DATE SIGNED

930501

16. INDIVIDUAL CHARGED BM1 Smith, John, J.

a. I HAVE EXAMINED THE FINDINGS AND RECOMMENDATIONS OF THE FINANCIAL LIABILITY OFFICER AND (X one)

(1) Submit the attached statement of objection. ☒ (2) Do not intend to make such a statement.

b. I HAVE BEEN INFORMED OF MY RIGHT TO LEGAL ADVICE. MY SIGNATURE IS NOT AN ADMISSION OF LIABILITY.

c. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)

NAVAL AIR STATION
NORTH ISLAND, CA 92010

d. TYPED NAME (Last, First, Middle Initial)

Smith, John, J. BM1

e. SOCIAL SECURITY NUMBER

123-45-6789

g. SIGNATURE

h. DATE SIGNED

930503

f. AUTOVON/DSN NUMBER

476-3731

17. ACCOUNTABLE OFFICER

a. DOCUMENT NUMBER(S) USED TO ADJUST PROPERTY RECORD

b. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)

NAVAL AIR STATION
NORTH ISLAND, CA 92010

c. TYPED NAME (Last, First, Middle Initial)

Brown, James, P. CDR

d. AUTOVON/DSN NUMBER

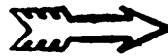
427-7877

e. SIGNATURE

f. DATE SIGNED

930504

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(*) MLSR Report 1992/08

REPORT OF DISCREPANCY (ROD)				1. DATE OF PREPARATION 01/14/92		2. REPORT NUMBER N00620-92-0332		
<input checked="" type="checkbox"/> SHIPPING <input type="checkbox"/> PACKAGING								
3. TO (Name and address, include ZIP Code) COMMANDING OFFICER NAVAL AIR STATION MIRAMAR, CA 92145				4. FROM (Name and address, include ZIP Code) SUPPLY OFFICER (CODE 300) NAVAL AIR STATION OAK HARBOR, WA 98278				
5a. SHIPPER'S NAME SAME AS ABOVE				5b. NUMBER AND DATE OF INVOICE N/A		6. TRANSPORTATION DOCUMENT NUMBER (GBL, Waybill, TCN, etc.) N/A		
7a. SHIPPER'S NUMBER (Purchase Order/Shipments, Contract, etc.)		7b. OFFICE ADMINISTERING CONTRACT			8. REQUISITIONER'S NUMBER (Requisition, Purchase Request, etc.) N00620-1113-0052			
9. SHIPMENT, BILLING, AND RECEIPT DATA						10. DISCREPANCY DATA		11. AC-2 TION CODE
NSN/PART NUMBER AND NOMENCLATURE (a)		UNIT OF ISSUE (b)	QUANTITY SHIPPED/ BILLED (c)	QUANTITY RECEIVED (d)	QUAN- TITY (a)	UNIT PRICE (b)	TOTAL COST (c)	CODE ¹ (d)
7HH 5998010188436 CIRCUIT CARD ASSY		EA	00001	00000	01	688.00	688.00	21 12

12. REMARKS (Continue on separate sheet of paper if necessary)

ORDERED ON DOCUMENT NUMBER N00620-1113-0052. TRANSACTION DATE 92236 WE RECEIVED A STATUS CARD INDICATING MATERIAL WAS SHIPPED FROM NSC OAKLAND MODE 9 WITH A ESD OF 92198. MATERIAL NOT RECEIVED TO DATE.

(*) NCIS Naval Station notified 01-20-92, investigation initiated.

¹ DISCREPANCY CODES		² ACTION CODES
CONDITION OF MATERIAL C1 - In condition other than that indicated on release/receipt document C2 - Expired shelf life C3 - Damaged parcel post shipment SUPPLY DOCUMENTATION D1 - Not received D2 - Illegible or mutilated D3 - Incomplete improper or without authority (Only when receipt cannot be properly processed) MISDIRECTED MATERIAL M1 - Addressed to wrong activity OVERAGE/DUPLICATE SHIPMENTS O1 - Quantity in excess of that on receipt document O2 - Quantity in excess of that requested (Other than unit of issue pack) O3 - Quantity duplicates shipment PACKING DISCREPANCY P1 - Improper preservation P2 - Improper packing P3 - Improper marking P4 - Improper utilization	PRODUCT QUALITY DEFICIENCIES Q1 - Deficient material (Applicable to Grant Aid and FMS shipments only) SHORTAGE OF MATERIAL S1 - Quantity less than that on receipt document S2 - Quantity less than that requested (Other than unit of issue pack) S3 - Non-receipt of parcel post shipments ITEM TECHNICAL DATA MARKINGS (i.e., Name Plates, Log Books, Operating Handbooks, Special Instructions, etc.) T1 - Missing T2 - Illegible or mutilated T3 - Precautionary operational markings missing T4 - Inspection data missing or incomplete T5 - Serviceability operating data missing or incomplete T6 - Warranty data missing WRONG ITEM (Identify requested item on a separate copy in Item 9 above) W1 - Incorrect item received W2 - Unacceptable substitute OTHER DISCREPANCIES Z1 - See remarks	1A - Disposition instructions requested (Reply on reverse) 1B - Material being retained (See remarks) 1C - Supporting supply documentation requested 1D - Material still required expedite shipment (Not applicable to FMS) 1E - Local purchase material to be returned at supplier's expense unless disposition instructions to the contrary are received within 15 days (Reply on reverse) (Not applicable to FMS) 1F - Replacement shipment requested (Not applicable to FMS) 1G - Reshipment not required. Item to be re-requisitioned. 1H - No action required. Information only 1Z - Other action requested (See remarks)

13. FUNDING AND ACCOUNTING DATA

14a. TYPED OR PRINTED NAME, TITLE, AND PHONE NUMBER OF PREPARING OFFICIAL

I. M. Sample, Receiving Div. Dir. DSN 820-6022

14b. SIGNATURE

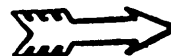
I. M. Sample

15. DISTRIBUTION ADDRESSEES FOR COPIES

R)



(*) CNO (N09N1)
NAVSURFWARCEMDIV Crane (3046)



(* = Information assigned by activity security office)

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16. FROM: COMMANDING OFFICER NAVAL AIR STATION MIRAMAR, CA 92145	17. DISTRIBUTION ADDRESSEES FOR COPIES
18. TO: SUPPLY OFFICER (CODE 300) NAVAL AIR STATION OAK HARBOR, WA 98278	Use window envelope to mail this document. Insert name and address, including ZIP Code, starting one typing space below the left dot. Each address line must NOT extend beyond right dot. Address must not exceed four single space typing lines.

19. IN ACCORDANCE WITH NOTICE OF DISCREPANCY ON FACE OF THIS FORM:

Fold here a. MATERIAL <input type="checkbox"/> HAS BEEN <input type="checkbox"/> WILL BE SHIPPED	DOCUMENT NUMBER	b. <input type="checkbox"/> NO RECORD OF SHIPMENT. RESUBMIT REPORT TO PROPER OFFICE UNDER APPROPRIATE REGULATION.	
	c. <input type="checkbox"/> AN ADJUSTMENT IN BILLING HAS BEEN/WILL BE PROCESSED AS A: <input type="checkbox"/> CREDIT <input type="checkbox"/> DEBIT	d. <input type="checkbox"/> INVOICE/BILL ATTACHED	e. <input type="checkbox"/> PROOF OF DELIVERY (Parcel Post Shipments) OR EVIDENCE OF SHIPMENT ENCLOSED.
f. <input type="checkbox"/> AN ADJUSTMENT IN BILLING FOR THE REPORTED DISCREPANCY WILL NOT BE PROCESSED FOR THE FOLLOWING REASON WHICH IS CITED IN THE INDICATED REGULATION.			
(1) REASON FOR NOT PROCESSING		(2) PRESCRIBING REGULATION	
(a) DISCREPANCY WAS NOT REPORTED WITHIN THE TIME FRAMES ALLOWED AND/OR		(a) CHAPTER 5 OF THE GSA HANDBOOK, DISCREPANCIES OR DEFICIENCIES IN GSA OR DOD SHIPMENTS, MATERIAL, OR BILLINGS (FPMR 101-26.8)	
(b) DOLLAR VALUE DOES NOT MEET THE CRITERIA PRESCRIBED IN THE REGULATION OR AGREEMENT INDICATED IN 19(2)		(b) CHAP. 2 AND/OR 7 OF DOD 4000.25-7-M, MILITARY STANDARD BILLING SYSTEM (MILSBILLS) AND/OR DD 1513, U.S. DOD OFFER AND ACCEPTANCE, AS APPLICABLE.	

20. THE FOLLOWING DISPOSITION IS TO BE MADE OF THE REFERENCED MATERIAL:

a. <input type="checkbox"/> PROCESS FOR DISPOSAL IN ACCORDANCE WITH SERVICE/AGENCY DIRECTIVES.	b. <input type="checkbox"/> REPRESENTATIVE WILL CALL FOR DISCUSSION CONCERNING DISPOSITION IN:	DAYS
c. <input type="checkbox"/> RETAIN MATERIAL AT NO CHARGE.	d. <input type="checkbox"/> MATERIAL WILL BE PICKED UP IN:	DAYS
e. <input type="checkbox"/> SHIP MATERIAL (Specify location):		
(1) <input type="checkbox"/> GBL APPROPRIATION CHARGEABLE:		
(2) <input type="checkbox"/> CHARGES COLLECT-VIA: <input type="checkbox"/> FREIGHT <input type="checkbox"/> EXPRESS <input type="checkbox"/> PARCEL POST		
(3) <input type="checkbox"/> PARCEL POST LABEL ATTACHED (4) <input type="checkbox"/> FREIGHT PREPAID		
(5) <input type="checkbox"/> POSTAGE ADVANCED HEREWITH. NOTE: Please enclose postage. Material cannot be returned Parcel Post collect.		
f. <input type="checkbox"/> OTHER (Specify)		

21. <input type="checkbox"/> IF MATERIAL IS STILL REQUIRED, SUBMIT NEW REQUISITION	22. <input type="checkbox"/> REPLACEMENT WITH SATISFACTORY MATERIAL WILL BE MADE ON OR BEFORE:	DATE
23. REMARKS (Continue on separate sheet of paper if necessary)		

CREDIT DENIED. PHYSICAL INVENTORY COUNT AND INVESTIGATIVE RESEARCH INDICATES MATERIAL WAS SHIPPED AS REQUESTED.

24a. TYPED OR PRINTED NAME AND PHONE NUMBER OF PREPARING OFFICIAL DSN 830-7845 W. T. Hatch, Quality Assurance	24b. SIGNATURE 	24c. DATE 01-27-92
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(*) MLSR Report 1992/01

TRANSPORTATION DISCREPANCY REPORT	1. DATE 3301	2. REPORT NUMBER FB4427-0101	FORM APPROVED OMB NO. 3090-0093
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PART I

☒ REQUEST FOR INFORMATION (RFI)
 ☐ INITIAL NOTIFICATION
 ☐ MISCELLANEOUS PROBLEMS

3. TO DCAS Philadelphia P.O. Box 7478 Philadelphia, PA 19101		4. REPORTING ACTIVITY Transportation Officer Travis AFB, CA 94535	
5. CONSIGNOR DCAS Philadelphia P.O. Box 7478 Philadelphia, PA 19101		6. CONSIGNEE Same as 4.	
7. SHIPPER ABC Manufacturing Co. 1110 W. 23rd Street Philadelphia, PA 19105		8. CARRIER ROUTING AND IDENTIFICATION Acme Truck Lines Trlr NL 250	
9. POINT OF ORIGIN		10. CARRIER'S PRO/FREIGHT BILL NO. M294790-00-7461	
11. DESTINATION		12. BILL OF LADING NO./TYPE GBL-M2-023-0021	
13. MODE B	14. DATE CARRIER 3298	15. DATE CONSIGNEE 3299	16. DATE DISCREPANCY 3299
17. DATE CARRIER 3299		18. NAME OF PERSON CONTACTED Rick Shaw	

19. SEAL NUMBERS AND CONDITION

☐ INTACT
 ☐ BROKEN/MISSING (Include details)
 ▶ N/A

ACQUISITION · DOCUMENT AND/OR TRANSPORTATION CONTROL NO.	COMMODITY DESCRIPTION AND/OR NATIONAL STOCK NO. (NSN)	TYPE OF PACK	QUANTITY DIS- CREPANT (PIECES)	TYPE AND CAUSE CODE	ISSUE DATA				VALUE OR COST OF REPAIRS
					UNIT OF ISSUE	UNITS BILLED/ SHIPPED	DISCREPANT		
							UNITS	WEIGHT	
20	21	22	23	24	25	26	27	28	29
A316HH-00-7490	Tape Cassette	CT	10	DK	EA	200	100	50	
	60 7648-00-4890	CT	10	SS	EA	---	100	50	

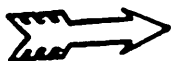
30. REMARKS (See preparation instructions of covering regulation for suggested information)

Carrier: Confirming telephone conversation 13 Sep 92, 10 cartons damaged to be inspected 26 Oct 92. Also tracing for 10 cartons short.

Consignor: Furnished priced copy of shipping document.

(*) NCIS Naval Station notified 29 Oct 1992, investigation initiated.

31A. NAME AND PREPARED (Type or print) R. U. Donn		31B. TITLE OS&D Clerk
31C. TELEPHONE NO. DSN 874-7492	31D. SIGNATURE <i>R. U. Donn</i>	
32. REPLY		



(*) = Information assigned by activity security office

33A. NAME OF RESPONDENT (Type or print) I. M. Sorry		33B. TELEPHONE NO. DSN 835-8713
33C. ADDRESS Same as 3.	33D. SIGNATURE <i>I. M. Sorry</i>	33E. DATE 3332

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PART II - (FOR CLAIMS PURPOSES)		34. THIS IS A SURVEY DOCUMENT. <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		35. DATE 3342
36. TO: Commander US Army Finance and Accounting Center Attn: FINCH-GBA Indianapolis, IN 46429				
37. RESPONSIBILITY <input checked="" type="checkbox"/> CARRIER <input type="checkbox"/> SHIPPER/CONTRACTOR <input type="checkbox"/> TRANS. SHIPPING ACTIVITY <input type="checkbox"/> RECEIVER <input type="checkbox"/> OTHER (Specify)				
38. EXCEPTION NOTED ON CARRIERS DELIVERY RECEIPT? (If "NO," explain in Remarks) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		39. DOCUMENTS ATTACHED? (If "YES," list in Remarks) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		40. PHOTOGRAPHS ATTACHED? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
41. INSPECTION DATA <input checked="" type="checkbox"/> CARRIER INSPECTED (Report attached) <input type="checkbox"/> INSPECTION WAIVED (Waiver attached) <input type="checkbox"/> ORAL WAIVER (Provide name, date, and date in Remarks). <input type="checkbox"/> GOVERNMENT INSPECTED (Report attached)			42. DISPOSITION DATA <input checked="" type="checkbox"/> REJECTED (Receipt attached) <input type="checkbox"/> REPAIRED AT GOVERNMENT EXPENSE (Bill attached) <input type="checkbox"/> OTHER (Explain in Remarks)	
43. REMARKS (See preparation instructions of covering regulation for suggested information) Negative results of tracer action on shortage. Documents attached: Heavy castings loaded on top of fragile records which were clearly marked caused damage. No salvage value. 1. Cy GBL 2. Cy carriers delivery rec. 3. DD Form 250 4. Photographs 5. Carriers inspec. report 6. Msg from A17493HHC, non-receipt of property.				
44. DISTRIBUTION OF COPIES (*) CNO (N09N1) NAVSURFWARCEMDIV Crane (3046)		45A. NAME OF PREPARER (Type or print) Bob Smith 45B. TITLE Transportation Officer 45C. TELEPHONE NO. DSN 479-7926 45D. SIGNATURE 		
46. ACTION BY REVIEWING OFFICIALS				
A. ABOVE ITEMS HAVE BEEN <input type="checkbox"/> EXPENDED <input type="checkbox"/> RECEIVED	B. INVENTORY ACCOUNT	C. CHARGE/TRANSFER TO:		
D. ACCOUNTING CLASSIFICATION				
E. APPROVED TO HOLD _____	RESPONSIBLE IN THE AMOUNT OF \$ _____			
F. APPROVING OFFICIAL	NAME (Type or print) SIGNATURE		TITLE DATE	
47. ACTION BY CLAIMS OFFICE				